

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 S. Development Ave.
Boise, Idaho 83705-5354

June 15, 1999

In Reply Refer To:
1510(FA-221) P

Director's Office Instruction Memorandum No. 99-006
Expires: 9/30/2000

To: All FA and WO-370 Employees

From: Director, Office of Fire and Aviation

Subject: Fiscal Year 1999 Acquisition Requisition Deadlines

DD 6/25/99
7/30/99
8 /20/99
9/10/99
9/24/99

In order to complete all acquisition obligations by the end of the current fiscal year, the following deadlines have been established for procurement requisitions to be submitted to the NIFC-BLM Acquisition Office:

(1) Prior to June 25, 1999:

The cut-off dates for open market acquisitions valued over \$100,000 that must be forwarded to the National Business Center have not been issued, but plan on submitting such requisitions prior to June 25, 1999.

Submit requisitions for supplies, services, equipment or construction over \$25,000.00.

(2) COB July 30, 1999:

Submit open market requisitions for supplies, equipment, and services valued over \$2,500.00.

Submit requisitions for construction valued over \$2,000.00.

Submit requisitions for new Fiscal Year 2000 equipment leases, equipment maintenance, and other service requirements that must be in place by October 1, 1999, unless under a fiscal year cumulative total less than \$2,500.00 and purchased on your credit card.

(3) COB August 20, 1999:

Submit requisitions for multiple-award GSA Federal Supply Schedule purchases, including all ADP/IRM equipment and software requirements.

Submit requisitions for new interagency agreements, cooperative agreements, and any task orders or modifications for both types of agreements.

Submit requisitions for actions requiring payment by check with FY 99 funds.

(4) COB September 10, 1999:

Submit mandatory supply source requisitions, including UNICOR, Defense Logistics Agency, GSA stock, GSA Customer Supply Center, single-award GSA Federal Supply Schedules, and Government Printing Office (GPO) SF-1 requisitions.

Submit requisitions for call orders against blanket purchase agreements.

Submit requisitions for continuing Fiscal Year 2000 equipment leases, equipment maintenance, and other service requirements that must be in place by October 1, 1999 (those awards only requiring the exercise of a time period extension).

(5) COB September 24, 1999:

GPO print orders.

Please note that any acquisition transactions set up for convenience checks that cannot be paid by the end of the fiscal year will be carried over and paid with Fiscal Year 2000 funds.

Valid emergency requirements will be handled on a case-by-case basis. Separate fiscal year end instructions for Master Card orders will be issued at a later date.

Please contact Rich Harter at 387-5546 if you have any questions regarding these deadline dates for acquisition requisitions.

/s/Lester K. Rosenkrance

Distribution

Jay Thietten, Rm. 5627, MIB
 Cyndie Hogg, NARTC
 BC Library
 WO-540